

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE, nee
TOWN HALL HEATING SYSTEM REPLACEMENT
BUILDING COMMITTEE

MINUTES

November 6, 2008

TOWN HALL CONFERENCE ROOM 2

- I. Call to Order – Chairperson Bottalico called the meeting to order at 4:01 pm
- II. Roll Call – Members present: Jay Bottalico, Steve Woods (left at 5:00), Tom Bowen (arrived at 4:23), Dan Carson (left at 5:00), and Mike Lenares. Others present: Robert Korpak, Director of Facilities Management; Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Boiler Project Progress Review –Both boilers are installed. The louvers are scheduled for installation on November 7th, and some controls also have yet to be installed. Installation of piping is complete, although the labeling has yet to be done. The boilers will be commissioned in two weeks. There were no backflow prevention issues following the Metropolitan District Commission inspection. The hot water was tested in the building by the State Health Department, with no problems. Each boiler is sized for 75% of the anticipated maximum load, both boilers are on steam and can be converted to hot water at any time. There may be one change order for about \$2,500, but the project is on track for substantially the amount anticipated.
- V. Discuss Charge of “new” Committee “Town Hall Renovation Project Building Committee” – The Town Council renamed this Committee on October 28th and charged it with oversight of renovations to the Town Hall, including the space formerly occupied by the Police Department.
- VI. Review Kaestle Boos proposal for renovation of basement as “swing space” – Mr. Korpak presented a cost proposal from Kaestle Boos Associates to design the renovations of 7,700 square feet of the Lower Level of Town Hall for a fee not to exceed \$56,000. Mr.

Korpak stated his preference to open up the window areas on the west wall and restore them to approximately their original size, tear down the interior partitions as far back as the former police officer's entrance, renovate the area as open space with 2-3 fixed wall offices for each larger section of open space, and use the east side area for storage space and conference rooms. He anticipates that this would require approximately \$1.3 million. Mr. Bowen stated his preferences to have the mechanicals, electrical, lighting etc. corrected and to restore the building to function for another twenty years. He would also like to see a greater area of the Lower Level renovated. Mr. Woods noted that the big money is in the mechanicals and that a game plan is needed to identify what should happen to the building. Mr. Bowen suggested, and the Committee agreed by consensus, that Mr. Korpak request Kaestle Boos Associates to develop a ten year phased plan of renovations, identifying where offices are going to be moved, and the anticipated costs to execute the plan. Mr. Woods requested that Kaestle Boos identify if there are needs and when those needs would be addressed. Mr. Korpak stated his preference to have offices only move once.

- VII. Discuss 2009 CIP for continuation of renovation project – There will be a little more than \$700,000 remaining from the heating system replacement project because of the decision not to replace the piping. Mr. Korpak has submitted a CIP request for the remaining \$600,000 expected to be needed to complete the Lower Level renovations and \$45,000 for a study of the municipal buildings campus area to intelligently plan for changes that are being requested or anticipated outside the current foot print of the building.
- VIII. Any Other Business Pertinent to the Committee – Kaestle Boos Associates will be asked to attend the next meeting.
- IX. Public Participation – None.
- X. Adjournment – the meeting adjourned at 5:13 pm.

Respectfully submitted,

Jeff Baron

Jeff Baron
Dir. of Administrative Services

